

REGULATIONS

—FOR THE—

Police of the City of Edmonton



The Douglas Company Limited
648 First Street, Edmonton



8752

QUALIFICATIONS FOR THE FORCE

No person shall be appointed to the Police Force unless upon the following terms and conditions:—

1st—He must, personally, appear before the Commissioners.

2nd—That he must pass a satisfactory examination in reading and writing.

3rd—He must show himself to be possessed of a knowledge of the general outlines of Police duties.

4th—He must be found otherwise intelligent in body, of good character, and of a height not under 5 feet, 10 inches, nor under 21, nor over 35 years of age.

5th—He must produce a Medical certificate from the Inspector, to be named by the Board,

OATH

Every person appointed to the Force, shall, upon entering on his duty, take the usual Oath of Office before one of the Commissioners. See form of oath on last page.

GENERAL RULES AND DUTIES OF THE FORCE

Every member of the Police Force shall observe the following duties and regulations:---

He shall devote his whole time and attention to the business of his department.

He must, although on actual duty for certain allotted hours on ordinary occasions, be prepared to turn out on duty at all times when his services are required.

He must, although specially appointed for a particular locality, be ready to act wherever else he may be required, the sphere of his duty being the whole city.

He must be quiet, civil and orderly in his conduct and deportment.

He must perform his duty with decorum, temper, patience and discretion, and, at all times, with energy and courage.

He must refrain from harsh, violent, coarse, profane or insolent language.

He must, when on his duty, be neat in his person, have his boots and clothes clean and have his dress in conformity with the regulations.

He shall, on the occurrence of any serious disturbance, consider it his first duty to restore peace, if possible, by moderate efforts or by persuasion, and to disperse the crowd; if these fail, the offenders must be dispersed by force, and the principals therein arrested.

He must act with coolness and firmness in all cases, in time of extreme peril. The Police

must act together and protect each other in the execution of their duty---whoever shrinks from danger or responsibility at such a time will be discharged as unworthy of a place in the service.

He must be civil and respectful to the other members of the Force, and must to the utmost of his power, prevent the commission of assaults, breaches of the peace, and all other crimes or offences about to be committed.

He must always, when on duty, whether in the Station or Police Office, in the Court or in the Public Streets, appear in proper uniform, unless in consideration of the public interest the Commissioners shall otherwise order.

PROHIBITIONS.

None of the force shall leave the City without the permission of one of the Commissioners or of the Chief of Police, in writing.

No member of the force shall communicate to any person except by the permission of the Commissioners, any information concerning any orders he may have received, or any regulations that may be made for the government of the department.

Nor accept from any person in custody, or after his discharge, nor from any of his friends

any gratuity, reward or gift, directly or indirectly, nor any description of drink, nor from any person, without the written permission of the Board of Commissioners, compensation for damage sustained in the discharge of his duty.

Nor while on duty in the station house, or elsewhere, smoke, or drink any kind of liquor, nor except in the immediate performance of his duty, shall enter any place in which any kind of intoxicating drink is sold or furnished, nor any house of ill-fame.

Nor introduce nor allow to be introduced into the station-house, or any cell, any liquor or intoxicating drink upon any pretext, unless on the advice of a Physician.

Nor maltreat or use unnecessary violence to any person or prisoner, on the pain of dismissal.

Nor interfere in civil cases except where there is a breach of the peace, or to quell a disturbance.

Nor, while on duty, enter into conversation with any person, except on matters connected with his duty—and then briefly.

Nor perform any duty which is not properly connected with his own department.

Nor compromise any offence committed against his person or his property.

Nor withhold any information that may lead

to the detection and punishment of any person who may assault or hinder him in the discharge of his duty.

Nor withdraw any complaint without the permission, in writing, of one of the Commissioners.

Nor allow any person lawfully in his custody to escape therefrom, nor release any person lawfully in his custody, unless by order in writing of the Police Magistrate, or by other lawful authority.

Persons, however, in custody charged with misdemeanor, may be released on bail, after a proper bond has been entered into by responsible parties, and signed by the Police Magistrate---the Police invariably retaining the bond to be presented at the next sitting of the Police Court.

Nor retain any prisoner at the station after a final hearing of the case.

Nor leave his post until regularly relieved, unless otherwise directed by the rules and regulations.

Nor use any baton or other offensive weapon except in the most urgent cases of self defence or where absolutely necessary to prevent the escape of a prisoner.

Nor connect himself with nor attend the meetings of any political or secret society whilst he is in the force.

Nor improperly interfere at elections, or make use of his position or influence thereat.

THE CHIEF OF POLICE

The Chief of Police shall be the chief executive Officer of the Department, subject to the rules laid down by the Board of Commissioners of Police.

He shall repair promptly to all fires, and to all riots or tumultuous assemblages, and shall take command of the Police present to save and protect property, to arrest disturbers of the Peace, or others inticing them thereto.

He may direct temporarily any or all of the force to any place of the City, where their services are necessary.

He shall see that the laws of the Province and the By-laws and Regulations of the City, are duly enforced throughout the City, and shall prosecute for infractions of the same, and it shall be his duty to prepare a memorandum of the evidence in important cases for the Police Magistrate.

He shall keep a record in his office of the fame of every constable in his department, of the dates of their respective appointments, of their places of residence, of their absence from duty, and whether caused by sickness or otherwise, and of all vacancies, and whether from resignation or otherwise.

He shall inspect from time to time the condition and management of the Station, and report to the Board, whether the same is in good order and cleanly, and whether the Station Book is kept properly.

He shall issue such orders of routine, in writing, for the Force as he may judge proper, subject to the general regulations of the Commissioners, and cause to be entered in a book, to be kept in his office for that purpose, the heads of reports received from the Station—and any other particulars concerning the Station—and submit the same monthly to the Board.

He shall make monthly reports in writing to the Board on the State of the Force, with such statistics and suggestions as he may deem advisable for the enforcement of the Police government and discipline.

He shall be responsible to the Board for the good government of the force.

He shall, upon any charge made against a member of the Force, reduce it into writing, with the names of the witnesses required, and transmit the same to the Commissioners for investigation.

He may, for adequate cause, suspend from duty any member of the Force, but he must report, in writing such suspension forthwith to the Commissioners, with the cause thereof.

He shall be aiding in the inspection of each applicant for appointment on the Police, and he shall submit to the Commissioners full particulars relative to each applicant, so far as

he can discover the same.

He shall have the charge of all arms, maces, rattles, whistles, badges, clothing and other property pertaining to the Police, and he shall distribute the same as may be needed, taking receipts therefor, from those to whom they are entrusted.

He shall be subordinate to the Commissioners and he shall obey and enforce a strict observance of the rules and regulations, both as respects the Force and respects the public, so far as they are respectively applicable.

He shall cause to be entered in a book, kept for that purpose, the Summonses and Warrants received, and if not served, the reason why; the names of persons arrested; nature of the offence and what was done in each case, and how disposed of. A full description of the goods seized under warrant of distress or search warrants, and what was done with same, and (in case of search warrant) what was done with the person in whose possession the goods were found.

He shall also enter in a book;

1st—A full account of all goods, money or other property taken from the persons of prisoners. 2nd—Stating from whom they were stolen. 3rd—And the goods returned to the owner or party, and the cause and time of

their return, taking a receipt therefor.

And all warrants and other process in the nature of execution, when received, to whom delivered, what was done, whether party paid his fine or was committed, and any other particulars concerning the same.

He shall take down the names of all persons in full, with their places of abode, complainants or offenders.

He shall (if the parties or offenders have not been discovered) transmit to the constables information of the offence committed and of all other particulars as may be necessary, that the whole force may be on the look-out for the parties.

He shall keep a record of all suspicious persons and places in the City, and the incidental expenses of his department.

He shall recommend to the Commissioners any member of the Force deserving of particular notice for good conduct.

He shall regulate the beats in the City, and the hours when the men shall go on, and be relieved from duty.

He shall not arm the Force with Firearms, for the purpose of suppressing a riot or disturbance, unless upon the express order of one of the Commissioners.

He shall maintain a constant supervision of

the general conduct, efficiency and discipline of the Police and report to the Commissioners from time to time, such suggestions as he may deem advisable for promoting the health, comfort and efficiency of the men, and shall aid and assist the License and Street Inspectors in the discharge of their duties.

He shall submit to the Commissioners for information of the Council, an annual statement—of—the whole year's proceedings—of every matter and thing connected with his office and with the Force.

✓ He shall report to the Commissioners all violations of duty, and every act of disobedience to his orders by any of the constables.

He shall devote such hours to duty in the Station, in visiting Stations, in attending Courts, or otherwise, as the Commissioners may from time to time appoint.

✓ He shall visit the Station and the beats once at least every night, and see that the men are promptly at their posts and in fit condition for their duty.

He shall attend the daily sittings of the Police Court, and present to the Court a Calendar of Prisoners, or accused parties for examination, containing the nature of the charges the names of the accusers and arresting constables, with the names of the witnesses sum-

moned.

He shall see that the accused parties are duly brought up in their turn and disposed of according to the decision of the Court.


He shall be prepared to produce all warrants, summonses, &c., with the names of the Constables who may have executed the same in order that proof of the due summoning may be given, should the defendants or witnesses not appear.

Generally, he shall discharge the duties in the Police Court, which usually appertain to those of the Sheriff and Chief in the higher Courts.

He shall report to the Commissioners an account of any meritorious service of the men under him, and the time each man has been on duty, and if there be any absence from duty he shall report also the length and cause thereof; he shall make and maintain at all times, an accurate inventory of all furniture and other Police property in the Stations, and report the condition and deficiencies, when necessary.

DUTIES OF THE SERGEANT

The Sergeant will be held responsible for the general good conduct and order of the men under him during his tour of duty.



He will therefore make himself thoroughly acquainted with the character and conduct of every Constable under him.

He will take care that the orders and regulations given out from time are promptly and strictly obeyed. He must give clear and precise instructions to the men under him; and report every instance of neglect to the Chief of Police.

He will be particular that all books belonging to his station are properly and correctly kept. He is at all times to be prepared to give the Commissioners and Chief of Police exact information respecting the men under him and the City.

He shall report to the Chief of Police for the information of the Commissioners any act of meritorious conduct on the part of the men under him.

He shall receive his orders from and make his reports to the Chief of Police, and promptly and strictly obey all orders for the execution of duty.

Whilst in charge, he will inspect each relief on mounting, or being relieved off duty, seeing that their clothing, equipments, etc., are correct and in good order, and that the men are sober and fit for duty; read to each relief, the orders and occurrences for the day, visit them

frequently during their tour, report any delinquencies, examine and sign their memorandum books and certify to that effect and as to their correctness or otherwise in his daily report.

The Sergeant on duty shall keep order in the station house. He shall not allow drinking by the Constables or other persons. He will investigate all charges and see that no person is locked up without a sufficient charge and account for all persons brought to the Station, entering their names with particulars in the book of the Station, according to the perscribed form.

He shall, besides keeping the books of the Station and exercising supervision over the Constables on duty; occasionally visit those parts of the City over which the beats do not extend.

He shall attend promptly any case requiring the attention of the police, brought under his notice during his tour of duty, either singly, or if in his discretion he requires assistance he may bring to his assistance one or more of the Constables.

DUTIES OF THE CONSTABLES

The Constables shall be under the immediate command of the Chief of Police and shall

obey the Orders and Regulations of the Commissioners.

They shall be responsible for the preservation of the Peace in the City.

They shall, for the purpose of discovering or preventing breaches of the law, enter from time to time all licensed places, and particularly the following places: Pawnbrokers' shops, Second-hand dealer's shops, Intelligence Offices, Registrars for servants, Inns and Taverns, and Unlicensed Shops, Stores, or other places where intoxicating liquors are sold, and all Gambling Houses.

They shall keep a record of all such places, and report thereon to the Chief of Police.

They shall also keep a record of (and report to the Chief of Police) all houses of ill-fame, the names of the parties keeping the same, and of all parties frequenting them, and also all receivers of stolen goods, and of all suspicious characters, and all information of their proceedings and movements.

They shall report, in writing, every case of breach of the Law and By laws of the City, and of the Commissioners to the Chief of Police, who shall cause information to be laid for infractions of the same.

They shall receive into custody and safely keep every person apprehended for a criminal

offence, who may be delivered to him, or them at the Station, and shall cause all stolen property which may have come into their possession during their tour of duty to be conveyed to the Police Office, and mark the same for identification, leaving a report of the same for the Chief of Police or Sergeant on duty, and on the occasion of an alarm of fire being sounded, shall proceed to the fire and be diligent in preserving order and protecting property.

They shall be vigilant in suppressing riots or disturbances, and apprehend the parties making the same.

It shall be their duty, whether on or off duty, to attend and keep order and protect property at all fires.

They shall be furnished with a proper uniform and clothing, a baton and all other proper articles pertaining to their office, and they shall constantly keep and maintain the same in good order and condition.

They shall, in the event of any loss of or accident happening to the same, or to any of them, report the fact to the Chief and have the same replaced or repaired. If the damage or loss is caused by their own carelessness, such loss or damage shall be replaced or repaired at the Constable's expense.

They shall maintain order and the public peace, and prevent crime as far as in their power.

They must, therefore, examine and make themselves perfectly acquainted with every street, alley, court, lane and building in the city, and vigilantly watch every person passing along their beat.

They shall carefully examine, in the night time, all doors and low windows of dwelling houses and stores, and of all areas and area gates within their beats, to see that they are properly secured, and if not, they must secure the same and give warning thereof.

They shall give their names to every person properly demanding the same; they shall respectively have with them at all times a memorandum book, in which they shall enter--

1st-The name of the person taken in charge by them.

2nd-Such particulars in each case as may be important.

3rd-All violations of the laws or city ordinances, as they may see or which may be reported to them.

4th-All alarms of fire, and the time of its occurrences.

5th-All nuisances on their route, the names of offenders, witnesses and complaints, and their respective places of abode.

6th-All bad and dangerous places on the sidewalks and in the streets, first securing, as well as they can conveniently without neglecting their other duties, from danger to the public; and generally every other matter

and thing connected with the peace and good order of the city; which book they shall leave in the Station every morning.

They shall cause all obstructions in the streets, highways and on the sidewalks, to be removed and prevent the same from being encumbered.

They shall notify the owners or occupiers of stores there to keep sidewalks free, and if such notices are not complied with they shall report the same to the Chief.

They shall not allow the assemblage of idle and disorderly persons at the corners of the streets, at the doors of churches, public houses, halls, saloons or other places on the highways, to the disturbance or annoyance of passers by, or of the neighborhood, but such persons making such disturbance or annoyances shall be at first civilly requested to disperse before they are arrested, and if they refuse to leave, or if they continue the same, they shall be arrested.

They must strictly watch the conduct of all persons of known bad character, and in such manner that these persons may know they are watched, and that detection will follow the attempt to commit any offence.

They shall if convicted of any neglect of duty, or in any manner not complying with the instructions given them, or neglecting the Rules of the Service, be liable to be suspend-

ed, fined or discharged ; they shall not be entitled to pay during the time they are suspended if it appears that there was good cause for suspension ; they shall not be entitled to pay if they are dismissed after they were suspended unless the Commissioners shall specially decide otherwise.

They shall, when there is reason to apprehend a riot or serious disturbance of the peace give information at once at the Police Office, and to the Mayor and Chief of Police.

They shall, upon noise or disturbance occurring at night, instantly repair to the spot and quiet the same if possible ; and in any case, if any breach of the peace has taken place in their presence, they shall arrest the offenders ; and if they need assistance, and are opposed in the discharge of their duty, they shall sound the alarm, and the policeman who hears it shall answer the same and proceed to render assistance ; the whistle not to be sounded except in cases of real necessity, and when sounded, a note thereof to be made in the Constable's memorandum book.

They shall when any person charges another, not committed within their view, and requires that the person so accused be taken into custody, require that the accuser, if unknown to accompany him with the accused to the

Police Office.

They shall, when any person charges another with a felony, and requires that the person so charged shall be taken into custody, require the accuser, if unknown, to come with the accused to the Police Office.

They shall take all property which comes into their possession, whether stolen, found or taken from the prisoners arrested, to the Police Station, unless otherwise ordered; and all articles thus delivered shall be recorded and marked for identification: valuable articles must be placed in the Chief's safe, or in some other secure place.

They shall report to the Chief all suspicious persons and places, all bawdy houses, gaming houses, and all houses and places where idlers tipplers, gamblers and other disorderly and suspicious persons congregate.

The Police are to salute the Lieut.-Governor, Judges of the Supreme and District Courts the Mayor and Commissioners, the Chief of Police and all Commissioned Officers of the R.N.W.M.P., when they meet them during their tour of duty.

They shall direct strangers and others who may need such direction, the nearest and safest way to their destination.

They shall report all public street lamps

not lighted, or not lighted at or for the proper time, and all defects in any of them, and arrest all parties breaking said lamps.

They shall, on discovering any pickpockets in any crowded place, call out in a loud voice and give notice of such characters being present.

They shall examine all persons of suspicious appearance carrying parcels or loads, but particularly at night and they shall, unless such persons can properly account for the manner they came by the same, commit them for examination.

In all cases of violent or sudden death, or of the commission of serious crime, which come to the knowledge of the Constables, they are to report the particulars to the Chief at once.

It shall be the duty of the Police to enforce the provisions of the Tavern and Shop License Act, and report any infraction or evidence of infraction thereof to the Chief of Police, who shall if he thinks the evidence is sufficient, prosecute for the same. Constables, however in entering a hotel, shop, or other place where liquor is supposed to be sold without a license or during the prohibited hours, for the purpose of securing evidence of the same, had better go accompanied by another member of the Force, as well for his own protection, as

also for the purpose of securing corroborative evidence.

When a Constable makes such visit, he is invariably to make an entry of it in his memorandum book.

Members of the Force will, on no occasion, whatever, hold any intercourse with prisoners at the Stations, nor shall they laugh, jeer or joke at, or with them.

The members of the Force, upon no occasion, and under no pretext whatever, shall receive money or rewards without the express permission of the Commissioners.

Every man dismissed, or who shall resign, must deliver up before he leaves the service, every article of dress and appointments supplied to him.

Every man of the Force shall be liable to immediate dismissal for the following offences:

Disobedience to orders, drunkenness, insolence in word or manner, violent or coarse language or behavior, neglect of duty, entering into taverns or houses of ill fame, unless when required in the regular discharge of his duties.

No member of the Force is permitted to board at a hotel or other place where liquor is sold, nor are they permitted to frequent taverns even when off duty.

Constables found residing in disreputable

lodgings will be dismissed.

No member of the Force will be permitted to use profane, indecent, or insulting language, either towards each other or any other person.

When a Constable makes an arrest without warrant (except on a charge of drunkenness) he shall invariably attend the Police Court, and prosecute when the case comes up for trial. Their evidence should then be given in a clear and distinct tone of voice, so that the prisoner as well as the Magistrate may hear what is being said.

No member of the Force will be permitted to go on the Sick-list except on the certificate of a duly qualified Medical Practitioner. Whilst on the Sick-list full pay may be allowed for a period of one month on the recommendation of the Chief with the approval of the Commissioners.

Any member of the Force lending money to his superior Officer, or any Officer borrowing money from his subordinate, will be punished, perhaps dismissed.

All prisoners, before being locked up, should be carefully searched. Knives and other dangerous weapons taken from them, also all articles of value.

The Constable who has made the arrest, or Officer on duty, to keep a correct account of

money or other articles of value found on prisoners.

If the prisoner is found to have in his possession a revolver or other illegal weapon, a separate charge to that effect should be laid against him. The weapon should be marked for identification and produced in court as evidence.

FORM OF OATH.

Canada,
Province of Alberta,
To wit :

I.....
do solemnly promise and declare that I will
truly, faithfully and impartially, to the best of
my knowledge and ability execute the office
of.....

.....
to which I have been elected or appointed in
this city, and that I have not received and will
not receive any payment or reward or promise
thereof for the exercise of any partiality, mal-
versation, or undue execution of the said office
and that I have not by myself or partner, di-
rectly or indirectly, any interest in any con-
tract with, or on behalf of the said city, save
and except that arising out of my office as ..
.....

Sworn before me at Edmonton,
Alberta, this.....
day of..... 190

} So help me
God.

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